

Word 2010 Glossary

A

alignment A setting that refers to how text is positioned between the margins.

ascending An arrangement of text from the beginning to the end, such as from A to Z, 1 to 10, and January to December.

AutoComplete A command that automatically completes the text of the current date, day of the week, and month.

AutoCorrect A feature that replaces commonly misspelled words with the correct spelling or replaces symbols and abbreviations with specific text strings.

B

Backstage view A tool that offers quick access to commands for performing many file management tasks all displayed in a single navigation pane that can be customized to meet users' needs.

badges Small square labels.

balloons Shaded blocks of text used for comments appearing on the right side of the document.

block style A format style that aligns text along the left margin.

blog An online interactive location maintained by companies, instructors, and individuals who post information, events, news, and more, where anyone can leave comments.

bookmark A location or a selection of text that you name and identify for future reference.

building blocks Built-in reusable content such as text, graphics, and objects that can be easily managed and inserted in a document for a quick format.

C

caption A few descriptive words providing readers with information regarding a figure, table, or equation.

cells The rectangles that are formed when rows and columns intersect.

character Any single letter, number, symbol, or punctuation mark.

character styles A style that is applied to individual characters or words that users have selected.

chevrons In a mail merge, the symbols (<< and >>) that surround the field name in the merged document.

clip art A collection of media files available to insert in Microsoft Office documents that can include illustrations, photographs, video, or audio content.

Clip Organizer A tool supplied within Microsoft Office that collects and stores clip art, photos animations, videos, and other types of media to use in your documents.

columns Vertical blocks of text in which text flows from the bottom of one column to the top of the next.

command An instruction users give Word by clicking a button or entering information into a command box.

compress Reduces the size of an object.

Connection Status menu A menu that lets users determine whether the Help screen displays content available at Office Online, or only those help topics currently installed on the computer.

content controls Individual programs within Word that allow you to add information in a document, such as a header or footer.

copy A command in Word that places a duplicate copy of selected text in the Clipboard.

crop The process of trimming the horizontal or vertical edges of a picture to get rid of unwanted areas.

cut A command in Word that removes selected text from the original location and places the deleted text in the Clipboard collection.

D

database A collection of information that is organized so that you can retrieve information quickly.

data source A file that contains information to be merged in the main document during a mail merge.

descending An arrangement of text from the end to the beginning, such as from Z to A, 10 to 1, and December to January.

dialog box A box that displays additional options or information you can use to execute a command.

dialog box launcher A small arrow in the lower-right corner of the group.

document theme A set of predefined formatting options that includes theme colors, fonts, and effects.

drawing canvas A frame-like boundary that keeps multiple drawing objects together.

drop cap A large initial letter that drops down two or more lines at the beginning of a paragraph to indicate that a new block of information is beginning and to give interest to newsletters or magazine articles.

E

embedded object A picture or other object inserted into a document that becomes part of the document. Compare to *linked object*.

endnote A citation in a document placed at the end of the document in which the citation is located.

F

field names In a mail merge, the description for the specific data, such as a person's first name, last name, address, city, state, and zip code, to be merged from the data source.

fields A placeholder where Word inserts content in a document. Word automatically uses fields when specific commands are activated, such as those for inserting dates, page numbers, and a table of contents.

first-line indent A setting that inserts a one-half inch of blank space between the left margin and the first line of the paragraph; one-half inch is the default setting for this indent.

floating object An image or other object positioned precisely on the page, allowing the text to wrap around it in one of several available formats. Compare to *inline object*.

font A set of characters that have the same design.

footer Text that appears on the bottom of a page.

footnote A citation in a document placed at the bottom of the page in the document on which the citation is located.

G

Go To A command in the scroll box that enables users to browse by field, endnote, footnote, comment, section, page, edits, headings, graphics, or tables.

gridlines A tool that provides a grid of vertical and horizontal lines that help you align graphics and other objects in a document.

groups Collections of related Word commands.

H

hanging indent A setting that begins the first full line of text in a paragraph at the left margin; all the remaining lines in the paragraph are indented one-half inch from the left margin.

header Text that appears on the top of a page.

header row The first row of the table that is formatted differently and should be repeated for tables that continue beyond one page.

horizontal alignment A setting that refers to how text is positioned between the left and right margins.

hyperlink A block of text or a graphic that when mouse-clicked takes the user to a new location to an internal or external page.

hyphenation A dash that is used to join words and separate syllables of a single word; by default hyphenation is turned off in Word so that words appear on a single line.

I

I-beam The large "I" created when users place the cursor near the insertion point.

indent A blank space inserted between text and the left or right margin.

inline Another way of displaying comments, instead of using balloons on the right, is to display them within the paragraphs of text itself.

inline object An image or other object that moves along with the text that surrounds it. Compare to *floating object*.

insertion point The blinking point at the upper-left side of the document where you will begin creating your text.

K

key tips A tool that replaces some keyboard shortcuts from earlier versions of Microsoft.

L

landscape orientation A format commonly used for brochures, graphics, tables, and so on that orients text across the longer dimension of the page.

leaders A tool identified with symbols such as dotted, dashed, or solid lines that fill the space before tabs.

line spacing The amount of space between lines of text in a paragraph.

linked object A picture or other object inserted into a document by creating a connection between the document and picture file but not combining them in the same file. Compare to *embedded object*.

M

main document In a mail merge, the document that contains the text and graphics that are the same for each version of the merged document.

margins The blank borders that occupy the top, bottom, and sides of a document.

markup A markup is a version of a document with comments and revision marks displayed for easy viewing.

master document The main document from a Word file; it is organized into smaller sections.

menu A list of options.

merge cells To combine two or more cells into one.

Mini toolbar A small toolbar with popular commands that appears when you point to selected text.

mixed punctuation A style that requires a colon after the salutation and a comma after the closing.

monospace A font in which all of its characters take up the same amount of horizontal space.

multi-selection A Word feature that enables users to select multiple items of the text that are not adjacent.

N

Navigation Pane A tool that appears in the left side of the window when you select its command in the Show command group.

negative indent A setting that extends paragraph text into the left margin.

non-breaking spaces A tool used to keep selected text on a single line.

non-printing characters Symbols for certain formatting commands that can help users create and edit documents.

O

open punctuation A style that requires no punctuation after the salutation or the closing.

orphan The first line of a paragraph that appears alone at the bottom of a page.

P

page break The location in a document where one page ends and a new page begins.

paragraph styles A style in which the formats are applied instantly to all text in the paragraph where the insertion point is located, whether or not text is selected.

paste A command that pastes text from the Clipboard to a new location in the original document or new document.

point size A measurement that refers to the height of characters with one point equaling approximately $\frac{1}{12}$ of an inch.

portrait orientation A format commonly used for business documents in which text extends across the shorter length of the document.

Preview A tool that enables users to visually check your document for errors before printing.

print To send a document to a printer.

proportional space A font in which the horizontal spacing varies.

pull quote A sentence or other text displayed within a box on the page for emphasis and for ease of movement; often used along with drop caps in newsletters, advertisements, and magazines.

Q

Quick Access Toolbar A toolbar that contains commands that users use most often, such as Save, Undo, and Redo.

Quick Tables Built-in preformatted tables.

R

redo A command that repeats a user's last action.

replace A command that enables users to replace one word or phrase with another.

resetting Discards all formatting changes you made to a picture, including changes to contrast, color, brightness, and style.

Ribbon A tool that is divided into eight tabs that contain groups.

rulers Measuring tools to align text, graphics, and other elements used within a document.

S

sans serif A font that does not have the small line extensions on its characters.

Save A button in the Quick Access Toolbar that saves an existing document.

Save As A dialog box that will save a document in a specific format.

scale The process of increasing or decreasing an original picture's height and width by the same percentage.

Screen Clippings An image capture of only a part of your computer screen that you have selected.

screenshot An image capture of the entire current display on your computer screen.

ScreenTip A tool that provides more information about commands.

scroll bar A tool that allows the user to move up or down within the document.

scroll box A tool that allows users to move horizontally and vertically through a document more quickly than the scroll buttons, or to see a ScreenTip displaying a user's position in the document.

scroll buttons A tool that allows users to move up or down one line at a time, or more quickly if users click and hold the button.

section break A tool used to create layout or formatting changes in a portion of a document.

serif A font that has small lines at the beginning and end of characters and that is usually used with large amounts of text.

settings An option that enables users to set document properties.

shapes Figures such as lines, rectangles, block arrows, equation shapes, flowcharts, stars and banners, and callouts that you can add to your document or drawing canvas.

shortcut menu A menu that contains a list of useful commands.

SkyDrive An online file storage service provided by Microsoft where you can store up to 25GB of documents and pictures for free.

SmartArt graphics Graphical illustrations available within Word from a list of various categories, including List diagrams, Process diagrams, Cycle diagrams, Hierarchy diagrams, Relationship diagrams, Matrix diagrams, and Pyramid diagrams

sort To arrange data alphabetically, numerically, or chronologically.

split cells To divide one cell into two or more cells.

subdocument The sections within the master document that have been separated into smaller sections.

T

tab leader The symbols that appear in a table of contents between a topic and the corresponding page number.

table of contents An ordered list of the topics in a document, along with the page numbers on which they are found. Usually located at the beginning of a long document.

tables An arrangement of data made up of horizontal rows and vertical columns.

tabs Eight areas of activity on the Ribbon that contain groups or collections of related Word commands.

template A master document with predefined page layout, fonts, margins, and styles that is used to create new documents that will share the same basic formatting.

text box An invisible, formatted box in which you can insert and position text and/or graphic objects.

Text Effects A new font command group that adds a distinctive appearance, such as outlines, shadows, glows, or reflections, to selected text.

thumbnails Tiny images of your document pages.

U

undo A command that allows users to cancel or undo their last command or action.

V

vertical alignment A setting that refers to how text is positioned between the top and bottom margins of the page.

W

watermarks Built-in text that display lightly behind the document's main text conveying the sensitivity of the document, such as, *confidential*, *draft*, or *urgent*.

wildcards Characters that find words or phrases that contain specific letters, or combinations of letters.

widow The last line of a paragraph that appears at the top of a page.

WordArt A feature within Microsoft Word that creates decorative effects with a string of text.

Word Wrap A tool that automatically wraps text to the next line as it reaches the right margin.